

CAL GRANT NON-SSN GPA SUBMISSION PROCESS



*Presented by:
California Student Aid
Commission, Institutional
Support Services*



TODAY'S WEBINAR

- Phones are muted
- If you have any questions *during* the presentation, please use the Q & A feature to the right of your screen.
- This presentation is available at:
- www.csac.ca.gov
 - Hover over *High Schools* or *Colleges*
 - Click on *Training*

AGENDA

- Assembly Bill 2160, Ting.
- Establish and Renew WebGrants Access
- Accessing WebGrants
- GPA Calculation
- Individual GPA Submission
- GPA Batch Upload
- Reports
- Corrections

ASSEMBLY BILL 2160

- Approved by the Governor September 27, 2014
- Becomes law January 1, 2015
- In effect for the 2016-17 application year

ASSEMBLY BILL 2160

- Beginning with 2016-17 GPA submissions
- This state mandate requires all high schools (public and charter) to upload GPAs for all enrolled seniors.
- High schools will need to create an opt-out process
- High Schools will need to provide students/parents an opt-out option no later than October 15th.

WHY USE WEBGRANTS TO SUBMIT GPAs?

- GPAs can be submitted individually or in batches.
- WebGrants has built-in edits to catch errors.
- Confirmation that GPAs have been accepted
- Access to Reports
- More secure than US Mail
- Faster than completing paper GPA forms
- Students are awarded sooner
- Free! – Save your school or student the cost of postage

ESTABLISH & RENEW WEBGRANTS ACCESS

ESTABLISH A WEBGRANTS ACCOUNT

- WebGrants Access Request forms
 - www.csac.ca.gov
- Click on:
 - High Schools or Colleges
 - WebGrants
 - Request for System Administrator Access
 - Request for Security Agreement

ESTABLISH A WEBGRANTS ACCOUNT

- There are several versions of the WebGrants access Request form.
 - High School
 - High School District
 - County (on behalf of High School Districts)
 - College

SYSTEM ADMINISTRATOR'S ACCESS REQUEST FORM

- Form is used to add or delete administrators access to the WebGrants system.
- Form must be signed by administrator requesting access and the principal of the school.
- Without principal signature access cannot be granted.
- The college Access Request form is similar

Grant Delivery System (GDS) - WebGrants High School System Administrator's Access Request Form			
<small>A signed Information Security and Confidentiality Agreement must be received and approved by the California Student Aid Commission prior to accessing the GDS - WebGrants system.</small>			
I. High School Section			
High School Name			
High School Address	City	State	Zip Code
College Board Code	CDS Code		
WASC Accreditation Code (or other eligible regional accreditation code)		Accreditation Association Contact Information (if other than WASC)	
II. Personal Information Section (to be completed by person requesting access)			
Name (Last, First, Middle Initial)			
1. Special Identifier (Check only one; limited to nine alpha-numeric characters maximum)			
<input type="radio"/> Mother's Maiden Name		<input type="radio"/> Pet's name	
<input type="radio"/> Favorite food		<input type="radio"/> Model of your first car (ie, Mustang)	
2. Domain Name of the Network:			
<small>Note: The item 2 above is mandatory. Please contact your IT department to get the Network domain name.</small>			
<i>I certify that I have received and reviewed all security and confidentiality policies pertaining to the use of the Commission's GDS - WebGrants System</i>			
Signature		Title	Date
E-mail Address (see instructions on the reverse)		Phone Number (xxx) xxx-xxxx	Fax Number (xxx) xxx-xxxx
III. Access Request and High School Certification Section (to be completed by PRINCIPAL verifying access)			
If Changing user from a School System Administrator to a School User, please fill out User Access Request form.		Date Request Submitted	
New <input type="checkbox"/>	Change <input type="checkbox"/>	Renew <input type="checkbox"/>	Delete <input type="checkbox"/>
			User ID
<i>I certify that I am the High School's Principal and that I have designated the above named employee as our System Administrator for the GDS - WebGrants System.</i>			
Name of Principal - print or type		Telephone Number (xxx) xxx-xxxx	
Signature of Principal		Fax Number (xxx) xxx-xxxx	
		E-mail Address	
For CSAC Use Only		Updated By	Date

Form # 01-5002 02/28/2011

SECURITY AND CONFIDENTIALITY AGREEMENT

- Form must be completed and sent with the System Administrator Access Form.
- Form is to be signed by administrator requesting access and the principal of school.
- Form is to be signed by administrator requesting access and the principal of school.
- The college Security and Confidentiality form is similar

High School Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement



A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any institution accessing the GDS – WebGrants System.

High School Name	College Board Code		
Western Association of Schools & Colleges (WASC) Code (or other Eligible Regional Association Code)	CDS Code		
High School Address	City	State	Zip Code

The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.
2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual school user accounts for that high school's staff access to the GDS – WebGrants System. The Principal will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The high school shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS – WebGrants System to any high school or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS – WebGrants System. Documentation of this action shall remain at the school.
7. The high school shall complete a new Agreement should the Principal or System Administrator leave the high school. The new Agreement must be filed no later than 5 days after a new Principal or System Administrator is appointed.
8. The high school shall comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502) and Information Practices Act of 1977 (Civil Code 1798 et. seq.).
9. The high school shall ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge. No unencrypted email or storage media containing confidential information shall be sent to the Commission. Encryption keys shall not be sent with the encrypted data.

NOTE: A high school's Principal and System Administrator may not be the same person.

I, the undersigned, certify that I am the System Administrator for this Agreement. I have read and understand this agreement and certify that I will comply with the requirements stated herein.		
Signature – High School System Administrator 1	Print Name	Date
E-Mail Address	Telephone Number	Fax Number
Signature – High School System Administrator 2	Print Name	Date
E-Mail Address	Telephone Number	Fax Number
I, the undersigned, certify that I am the Principal of the high school listed above and am authorized to act on its behalf. I have read and understand this agreement and certify that the high school is a WASC accredited or otherwise regional accredited as required by Title 5, California Code of Regulations Section 30008 and its authorized users will comply with the requirements stated herein. As the high school's Principal, I hereby designate the individual(s) identified above as this high school's System Administrator.		
Signature – High School Principal	Print Name	Date
E-Mail Address	Telephone Number	Fax Number

Form # 01-0001 03/18/2011

WEBGRANTS ACCESS FORMS


- Forms should be sent by mail; Keep a copy for your records
- WebGrants access must be renewed:
 - every other year for high school users
 - every year for college users
- Once your forms are processed:
 - The System Administrator will be emailed a link to the WebGrants User Account Page
 - The principal will be emailed the passcode
 - You must obtain the passcode from your principal to acquire User-ID

ACCESS FORMS

- CSAC Technology Help Desk
 - 888-294-0148
 - csachelpdesk@csac.ca.gov
- ✦ Status of Access Request Forms
- ✦ WebGrants Log-in Assistance
- ✦ Password Reset

ACCESSING WEBGRANTS








https://webgrants.csac.ca.gov



California
Student Aid Commission

WEBGRANTS

CSAC | Cal Grants | Cash for College | Cal Dream Act | FAFSA



California Student Aid Commission
WebGrants System

Welcome!

[Help With Your Account](#)

Please sign in

Please enter your user name, password.

Authorized Use Only

User Name

Password

- ▶ **For a School Administrator Account:**
Please call 1-888-294-0148
or E-mail CSAC Support
- ▶ **For a User Account:**
Contact your School Administrator
- ▶ **For Browser Versions or Monitor Screen Area Settings:**
Help With Your Account
- ▶ **Apple/Mac Computers:**
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.

[Help](#) | [Contact Us](#) | [Glossary](#) | [Cal Grant Eligible Schools](#) | [Important Links](#) | [ECMC](#) | [Careers](#)

User Guides

Located within the Help link

California Student Aid Commission
WebGrants System

[Portal Menu](#) [WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)



Welcome!
To the **WebGrants** Menu

Please contact your School's System Administrator if you need access to additional screens.

WebGrants Menu

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Account Information

[View Your Account Details](#)
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WEBGRANTS HELP MENU

Help Center

User Guides

- ◆ [Getting Started](#) (Revised April 15, 2004)
- ◆ [Getting Started for High Schools](#) (Revised November 13, 2003)
- ◆ [High School Grad. Date Verification Screen](#) (Revised May 14, 2014)
- ◆ [Tools](#) (Revised November 5, 2004)
- ◆ [Non-SSN GPA Upload User Guide](#) (Updated August, 2014)
- ◆ [Non-SSN GPA Matching and Edit Screens User Guide](#) (Updated February 24, 2014)
- ◆ [SSN GPA Upload User Guide](#) (Updated August, 2014)

CAL GRANT GPA INFORMATION RELEASE FORM

- Provided for high schools who's policy requires permission prior to GPA submission
- A Form for students to take home
- Explains California Information Privacy Act of 1977
- Requires a parent and student signature
- Social Security Number
- To be returned to high school and retained

G-28 (08/14)

CAL GRANT GPA INFORMATION RELEASE FORM

- Form located at www.csac.ca.gov
- Click on:
 - High Schools
 - GPA Release Form – for students

CAL GRANT GPA CALCULATION

CAL GRANT GPA CALCULATION

FOR HIGH SCHOOL SENIORS THAT HAVE NOT GRADUATED

- ⦿ Use grades from sophomore year through summer after junior year only – No senior year courses.
- ⦿ Do Not include grades from P.E., ROTC, or Remedial Courses (as defined by the school).
- ⦿ Failing grades not retaken prior to the senior year must be included.
- ⦿ Calculate the GPA's on a 4.00 scale – Weighted GPAs over 4.00 will not be accepted.

CAL GRANT GPA CALCULATION

FOR HIGH SCHOOL GRADUATES

- Use grades from sophomore year through summer after senior year.
- DO NOT include grades from P.E., ROTC, or remedial courses (as defined by the school).
- Failing grades not retaken must be included.
- Calculate the GPAs on a 4.00 scale - GPAs over 4.00 will not be accepted.

CAL GRANT GPA CALCULATION

- Please refer to the www.csac.ca.gov website for specific instructions on calculating a college GPA.

Reestablished California Community College GPA:
Based on 16-23 completed units

Regular California Community College GPA:
Based on 24+ completed units

QUICK TIPS

- Don't Wait! – GPAs can be submitted now!
- Establish a WebGrants account.
- Check on your existing WebGrants account status – You may need to reset your password.
- Refer to the WebGrants User Guides on the GPA upload process.

INDIVIDUAL GPA SUBMISSION

WEBGRANTS SCREENS

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California Student Aid Commission
WebGrants System

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NON-SSN GPA Menu

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[Add NON-SSN GPAs / Test Scores](#)



Add Individual Non-SSN
GPA Records

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WEBGRANTS SCREENS

- Submitting Individual Non-SSN GPA records to WebGrants

Student Information Section		
Student's Name * (Last, First, Middle Initial) <input type="text"/>		
Date of Birth * (MMDDYYYY) <input type="text"/>	Gender * (M or F) <input type="text"/>	Graduation Date * (MMYYYY) <input type="text"/>
Student Email <input type="text"/>		
Student's Address * <input type="text"/>	City * <input type="text"/>	Zip Code * <input type="text"/>
Student Phone <input type="text"/>		

Parent Information Section	
Father's Last Name <input type="text"/>	Mother's Last Name <input type="text"/>
Parent's Phone <input type="text"/>	Parent's Email <input type="text"/>

- For students that do not want to list their SSN on a Cal Grant GPA Verification form.
- For students that will be completing the Cal Dream Act Application
- Available at www.csac.ca.gov

NON-SSN Cal Grant

GPA Verification Form

For 2015-16 Academic Year

Please print clearly using blue or black ink only.

DEADLINE: MARCH 2, 2015 (POSTMARKED)

DO NOT SEND ACADEMIC TRANSCRIPTS
(SEE BACK OF FORM FOR INSTRUCTIONS)

Student Information Section

1. Your Dream Act ID number

4. Enter Your Gender

☐ M = Male
 ☐ F = Female

2. Your Name (Last, First, Middle Initial)

5. Enter Month/Year of High School Graduation

/

3. Your Date of Birth (MM/DD/YYYY)

/ /

6. Your E-mail address

7. Your permanent mailing address

8. Fill in bubble if you are submitting a SAT, ACT or GED test score instead of a GPA. ○

Although your applicable test score to this form, transcripts will not be accepted. You do not have to have your school fill out the FOR SCHOOL USE ONLY section

Parent Information Section

9. Father's Last Name

10. Mother's Last Name

11. Parents Phone number

12. Parents E-mail Address

13. **STUDENT CERTIFICATION:** I have read the instructions and information accompanying this form. I understand that this Cal Grant GPA Verification Form is used to determine Cal Grant eligibility and the GPA must be calculated as described on the attached GPA Calculation Instruction sheet. This information I have completed is true to the best of my knowledge, and I understand that it is illegal to report false or misleading information. I understand that without a complete form and signature, this form will not be considered.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Student Signature

Student Phone Number

Date

FOR SCHOOL USE ONLY

High schools **MUST** be fully accredited by the Western Association of Schools and Colleges (WASC) or an equivalent regional accreditation agency to certify a Cal Grant high school GPA.

STUDENT'S STATE STUDENT ID (SSID):

GPA VERIFIER'S SCHOOL CODE:

GPA IS BASED ON HIGH SCHOOL COURSEWORK? ○

☐
☐

GPA CANNOT BE ABOVE 4.00

The signature of the high school or college official certifies, under penalty of perjury, that the GPA is calculated as described on the attached GPA Calculation Instruction sheet. The signature of a high school official also certifies that he or she high school is fully accredited by the WASC or other regional accrediting agency, or has a UC approved course fee as required by California regulations. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of School Official

Name of School

Title of School Official

Street Address of School

Date

City

E-mail Address

State

Zip Code

Mail completed form to: California Student Aid Commission, Cal Grant Operations, P.O. Box 419077, Rancho Cordova, CA 95741-0077

BATCH UPLOAD

DATA IN EXCEL

Non-SSN GPA Excel Template

- Click on the Tools link in the upper right-hand corner.

California Student Aid Commission
WebGrants System

[Tools](#) [Help](#) [Sign Out](#)



Welcome!
To the **CSAC Portal** Menu

The last time you logged on to this system was: 10/14/2011 11:51:25 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu

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Account Information

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DATA IN EXCEL

Non-SSN GPA Excel Template

- Right-click on the Excel Non-SSN GPA Template link to open and save.

➤ [GPA Calculation Software](#)

Calculates Cal Grant grade point averages for high schools that use SASI software

➤ [Excel GPA Template](#)

Create a Microsoft Excel file of GPAs and save it in the proper format for upload into WebGrants

➤ [Excel GPA Template -- for Excel 2007](#)

*Right-click the link "Excel GPA Template" and select "Save Link As" option to save the template to your computer. Change the name of the file to (.xlsm) and save

➤ [Excel NON-SSN GPA Template](#)

*Right-click the link "Excel NON-SSN GPA Template" and select "Save Link As" option to save the template to your computer.

➤ [!\[\]\(d8ab143e904bfa3467271eec5af75a9b_img.jpg\)](#)

Links to the Adobe product website so users can download free software needed to read .PDF files

NON-SSN GPA - EXCEL TEMPLATE

- Note: When the template is first opened you may need to enable the Macros in Excel.

	A	B	C	D	F	G	H	I	J	K	L	M
1	Record ID	School Code	Graduation Date	Spring GPA	School Code	Date of Birth	Student's Last Name	Student's First Name	Student's Middle Initial	Mother's Last Name	Father's Last Name	Student Address
2												
3												
4												
5												
6												

	N	O	P	Q	R	S	T	U	W	X
1	Student City	Student Zip Code	Student Gender	Parent's Phone Number	Student's Phone Number	Student's Email Address	Parents's Email Address	CSAC ID	School Student ID (OPTIONAL)	State Student Identification Number
2										
3										
4										
5										
6										

BlankDataEntry

Worksheet can be re-named

DATA FIELD DEFINITIONS

Field #	Required	Table Field Name	Field Name	Length	Type	Position	FORMAT/DATA	COMMENTS
1	YES	RECORD_ID	Record ID	3	CHAR	1-3	"NS1"	Enter NS1 for all records
2	YES	SCH_CMPS_CODE	School Code	8	CHAR	4-11	"00000000"	COL BORD CD+'00'
3	YES	GRAD_DATE	Graduation Date	8	CHAR	12-19	YYYYMMDD	
4	YES	STDT_GPA	GPA	3	CHAR	20-22	0V99	Enter GPA as 001 to 400
5	NO	FLAGS	GPA Type	8	CHAR	23-30	"H_____"	Enter H + 7 spaces for HS GPA
6	NO	SP_SCH_CMPS_CODE	Spring School Code	8	CHAR	31-38	"00000000"	COL BORD CD+'00'
7	YES	STDT_DOB	Date of Birth	8	CHAR	39-46	YYYYMMDD	
8	YES	STDT_LAST_NAME	Student's Last Name	19	CHAR	47-65		
9	YES	STDT_FIRST_NAME	Student's First Name	12	CHAR	66-77		
10	NO	STDT_MI	Student's Middle Initial	1	CHAR	78-78		
11	NO	MTHR_LAST_NAME	Mother's Last Name	19	CHAR	79-97		
12	NO	FTHR_LAST_NAME	Father's Last Name	19	CHAR	98-116		
13	YES	STDT_STR_ADDR	Student Address	35	CHAR	117-151		
14	YES	STDT_CITY	Student City	17	CHAR	152-168		
15	YES	STDT_ZIP_CODE	Student Zip Code	5	CHAR	169-173	"00000"	
16	YES	STDT_GENDER	Student's Gender	1	CHAR	174-174	"M" OR "F"	
17	NO	PAR_PHN_NBR	Parent's Phone Number	10	CHAR	175-184	9165551111	
18	NO	STDT_PHN_NBR	Student's Phone Number	10	CHAR	185-194	9165551111	
19	NO	STDT_EMAIL	Student's Email Address	50	CHAR	195-244		
20	NO	PAR_EMAIL	Parent's Email Address	50	CHAR	245-294		
21	NO	CSAC_ID	CSAC ID	9	CHAR	295-303		IF known (non-HS ID)
22	NO	Blank	Filler	3	CHAR	304-306	":~:"	Required Filler: The upload program looks for a colon (:) plus a tilde (~) plus a colon (:) in positions 304 to 306.
23	NO	SCH_STDT_ID (OPTIONAL)	School Student ID	20	CHAR	307-326		Student's school ID
24	YES	STATE_STDT_ID	State Student ID	10	CHAR	327-336		Student's State ID (must be 10 char)
		Fields in Yellow are required						
		Fields in Green are hidden and pre-populated on the template						

DATA COLLECTION

- Create a text file using your Student Information Management System (Aeries)
- Export the necessary data from your system into a text file then import the data into the Non-SSN Excel template.

DATA IN EXCEL

Excel Template with Sample Data

[illegible]

DATA IN EXCEL

Saving the Data

- After the data has been entered in Excel:
 - Save the Excel sheet to a desired location.
 - Save the data as a text file by enabling the Macros in the spreadsheet.
 - We are now ready to upload the text file.

DATA IN EXCEL

Saving data as Text

1. Click on the View tab.
2. Click on the Macros button to bring up the Macros window.

The screenshot shows the Microsoft Excel interface. The 'View' tab is selected in the ribbon, and the 'Macros' button is highlighted with a red box. The spreadsheet contains data for a list of students.

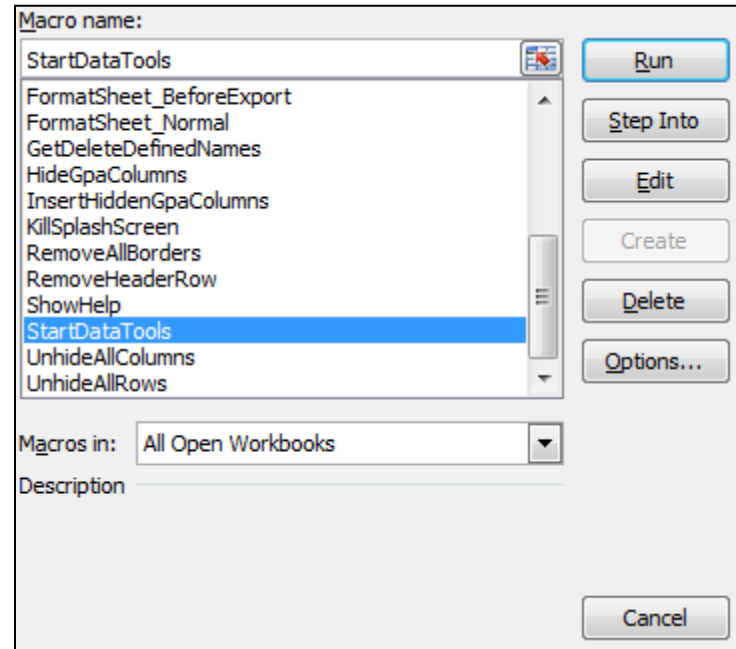
	A	B	C	D	F	G	H	I	J	K	L	M
	Record ID	School Code	Graduation Date	GPA	Spring School Code	Date of Birth	Student's Last Name	Student's First Name	Student's Middle Initial	Mother's Last Name	Father's Last Name	Student Address
1	NS1	99999900	20150601	414	99999900	19971220	Redman	Stuart		Redman	Redman	635 GOULD TE
2	NS1	99999900	20150601	331	99999900	19971004	Goldsmith	Frannie			Goldsmith	
3	NS1	99999900	20150601	300	99999900	19970408	Lauder	Harold		Lauder	Harold	9163 KEWEN AVE
4	NS1	99999900	20150601	375	99999900	19971008	Bateman	Glen		Bateman	Glen	13017 CORRENTI St
5	NS1	99999900	20150601	250	99999900	19970702	Stern	Susan		Stern		1323 N HARVARD BL #10

DATA IN EXCEL

Saving Excel data as text file

- Once the Macro window pops-up, scroll down and select the StartDataTools Macro .
- Click on the Run button to bring up the startup window.

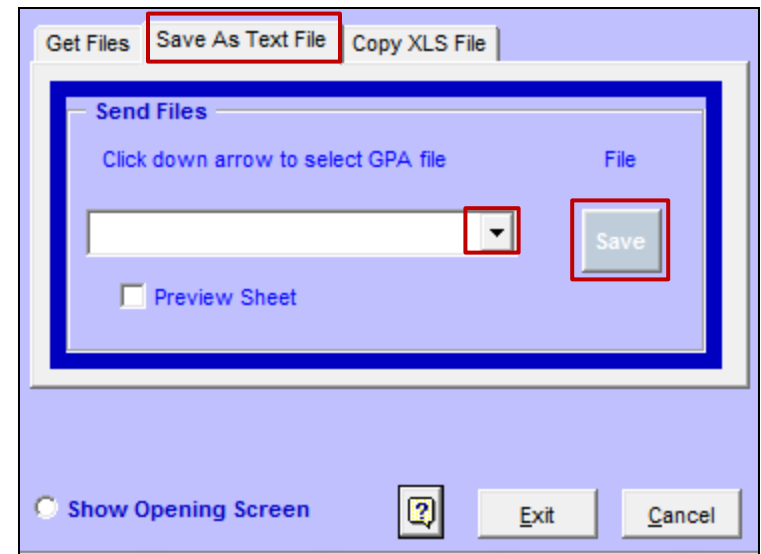
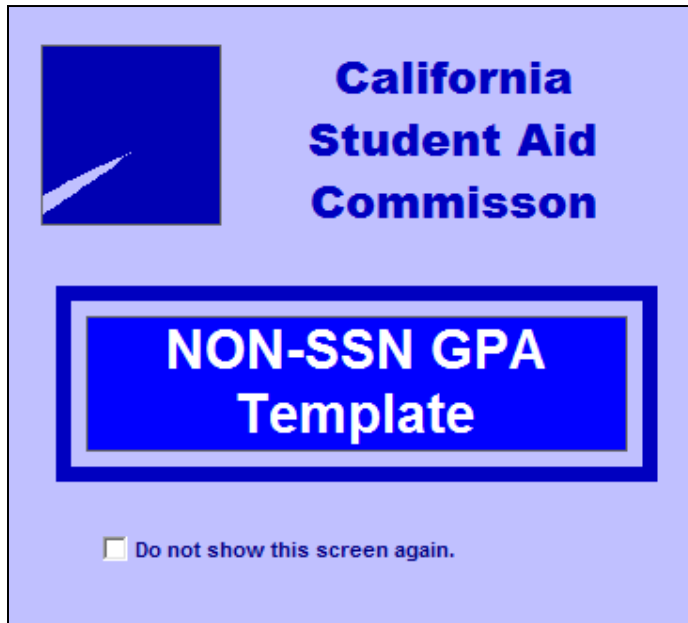
TIP: Bring up the startup window using a shortcut enter: "Ctrl+Shift+E"



DATA IN EXCEL

Saving Excel data as text file – cont.

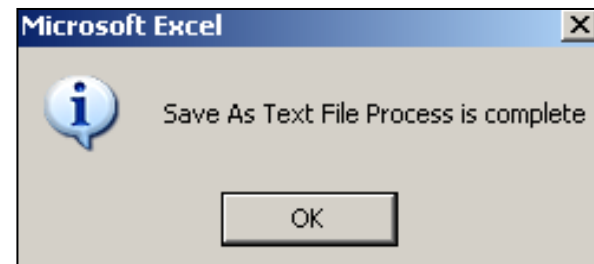
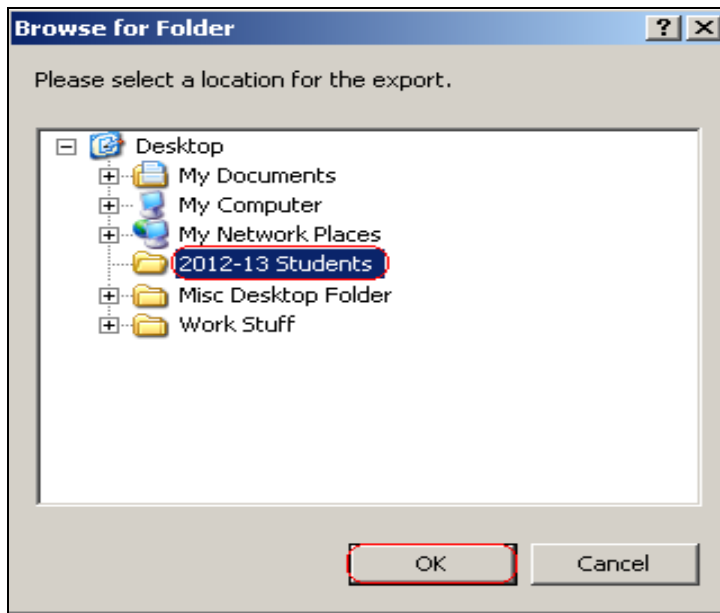
- An opening screen will appear for 5 seconds then
- The save as pop-up box will appear, click the “Save As Text File”.
- In the drop down list select the data sheet name; click Save.



DATA IN EXCEL

Saving Excel data as text file – cont.

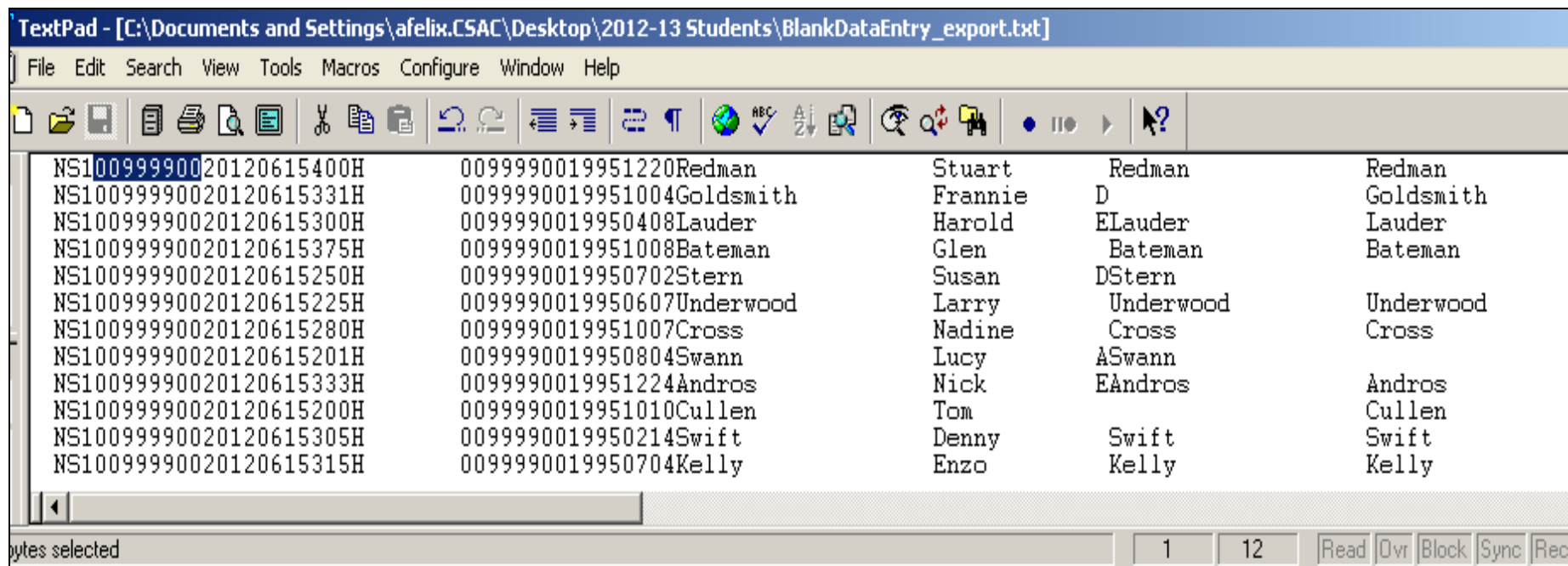
- Save the text file to the same location as the Excel document.
- A confirmation message let's you know that the file has been saved.
- Exit out of the save menu and Excel.



DATA IN EXCEL

View of Text File

- Sample data in Text format.
- Data is position specific.



WEBGRANTS SCREENS

Getting to the GPA menu

- Click on the WebGrants link to get to the GPA menu.

California Student Aid Commission
WebGrants System

[Tools](#) [Help](#) [Sign Out](#)



Welcome!
To the [CSAC Portal](#) Menu

The last time you logged on to this system was: 10/13/2011 11:44:24 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

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Account Information

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WEBGRANTS SCREENS

Access to Non-SSN GPA Screen

California Student Aid Commission (SAPRD)
WebGrants System

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Welcome! SA9TXF
To the **WebGrants** Menu

The last time you logged on to this system was: 01/14/2013 08:05:41 am

Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

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WEBGRANTS SCREENS

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NON-SSN GPA Menu

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WEBGRANTS SCREENS

Upload Non-SSN GPAs Screen

- Click the "Browse" button to search for saved text document.

The screenshot shows the 'Upload NON-SSN GPA's' screen within the California Student Aid Commission WebGrants System. The page has a light blue header with the system name and navigation links. Below the header is a menu bar with various options, including 'Upload NON-SSN GPAs'. The main content area has a dark blue header with the title 'Upload NON-SSN GPA's'. Below this, there are instructions for uploading files. At the bottom, there is a form with a text input for the file path, a 'Browse...' button, a dropdown for the academic year (set to '2012 - 2013'), and a 'Begin Upload' button.

California Student Aid Commission
WebGrants System

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Upload NON-SSN GPA's

- Enter the file path and name of your file (Use the BROWSE button to find your file)
- File type must be .txt
- Click the **Begin Upload** button to start this operation

NON-SSN GPA File:

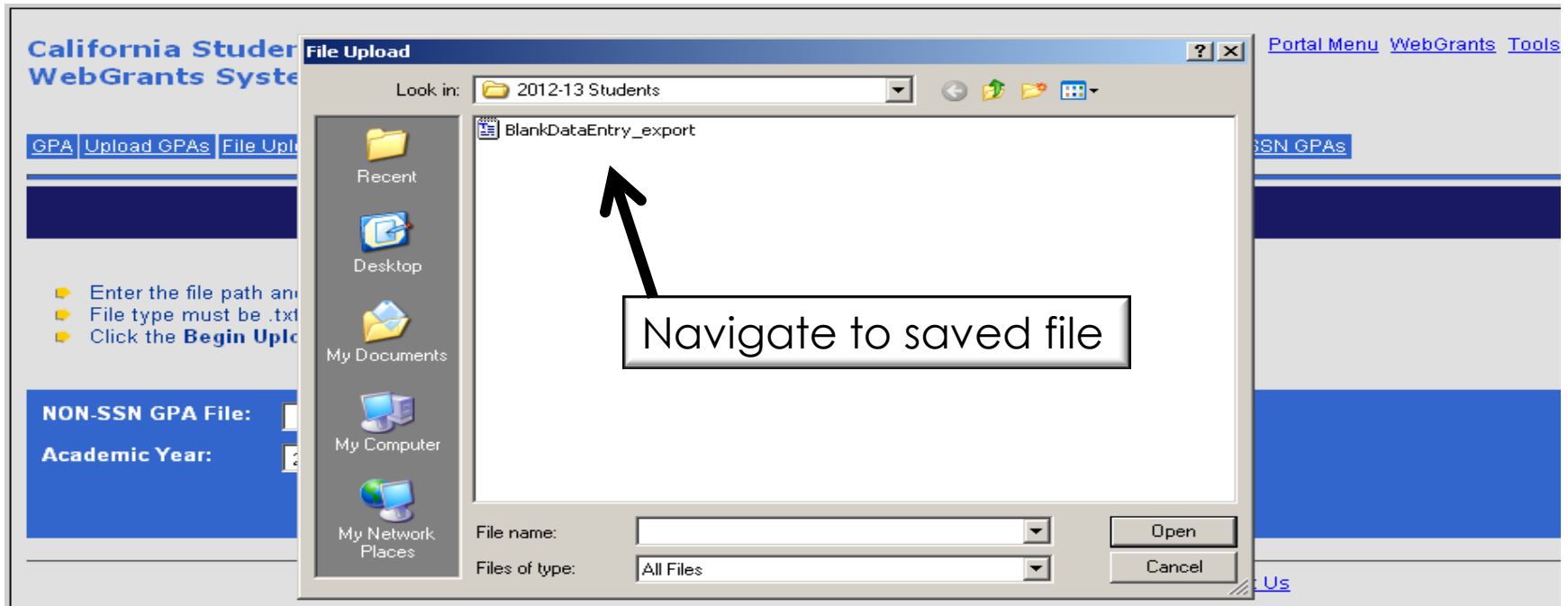
Academic Year:

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WEBGRANTS SCREENS

Upload NON-SSN GPAs Screen – Cont.

- Navigate to saved text file, then click the “Open” button.



WEBGRANTS SCREENS

Upload Non-SSN GPAs Screen – Cont.

- The file will populate in the Browse field, click “Begin Upload” button.

California Student Aid Commission
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Upload NON-SSN GPA's

- ▶ Enter the file path and name of your file (Use the BROWSE button to find your file)
- ▶ File type must be .txt
- ▶ Click the **Begin Upload** button to start this operation

NON-SSN GPA File:

Academic Year:



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WEBGRANTS SCREENS

Upload Non-SSN GPAs Screen – Cont.

- A confirmation message will appear, click OK to continue with upload.

The screenshot displays the 'California Student Aid Commission WebGrants System' interface. At the top, there are navigation links: 'Portal Menu', 'WebGrants', and 'Tools'. Below this, a secondary set of links includes 'GPA', 'Student Info', 'School Info', 'Roster/Reconciliation', 'Data Transfer', and 'Chafee Grant'. A horizontal menu bar contains several options: 'GPA', 'Upload GPAs', 'File Upload Status', 'Add GPAs', 'Change/View GPAs', 'High School Graduate Verification', 'Reports', and 'Upload NON-SSN GPAs'. The main content area is titled 'Upload NON-SSN GPA's'. On the left, instructions are provided: 'Enter the file path and name of your file', 'File type must be .txt', and 'Click the **Begin Upload** button to start'. A confirmation dialog box is overlaid in the center, titled 'The page at http://webtest says:', with a question mark icon and the text 'The NON-SSN GPA file you selected will be uploaded. Do you wish to continue?'. The dialog has 'OK' and 'Cancel' buttons. Below the dialog, the 'NON-SSN GPA File:' field shows 'C:\Documents and Settings\... Browse...' and the 'Academic Year:' dropdown is set to '2012 - 2013'. A 'Begin Upload' button is located at the bottom right of the form area. The footer contains links for 'Privacy Policy' and 'Contact Us', along with a copyright notice for 2000-2011.

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Upload NON-SSN GPA's

The page at http://webtest says:

? The NON-SSN GPA file you selected will be uploaded. Do you wish to continue?

OK Cancel

NON-SSN GPA File: C:\Documents and Settings\... Browse...

Academic Year: 2012 - 2013

Begin Upload

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WEBGRANTS SCREENS

Non-SSN GPA File Upload Status Screen

- Invalid records must be fixed; Click "View Invalid Records".

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Upload NON-SSN GPA's

NON-SSN GPA File Upload Status

[View Invalid Records](#) ←

File Name: **BlankDataEntry_export.txt**
File Size: **3936**
File Type: **text/plain**
Academic Year and Cycle: **2012**

Total Records: **12**
Valid Records: **10**
Invalid Records: **2**

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WEBGRANTS SCREENS

NON-SSN GPA Invalid Record List

- This screen lists the reason why record is considered invalid.

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Upload NON-SSN GPA's

Do **NOT** use the Browser Back Button to exit this screen

Record(s): 2

Rec	Student Name	Grad Date	DOB	GPA	Reject Reason
1	Redman, Stuart	061512	1995/12/20	4.14	Invalid GPA
2	Goldsmith, Frannie	061512	1995/10/04	3.31	Missing Address

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WEBGRANTS SCREENS

Excel Template with errors

- To correct errors, open the spread sheet and update fields.

[illegible]

WEBGRANTS SCREENS

Excel Template with fixed errors

- After the data has been updated, re-save the Excel document.
- The Excel document will have to be saved as a text file again.

[illegible]

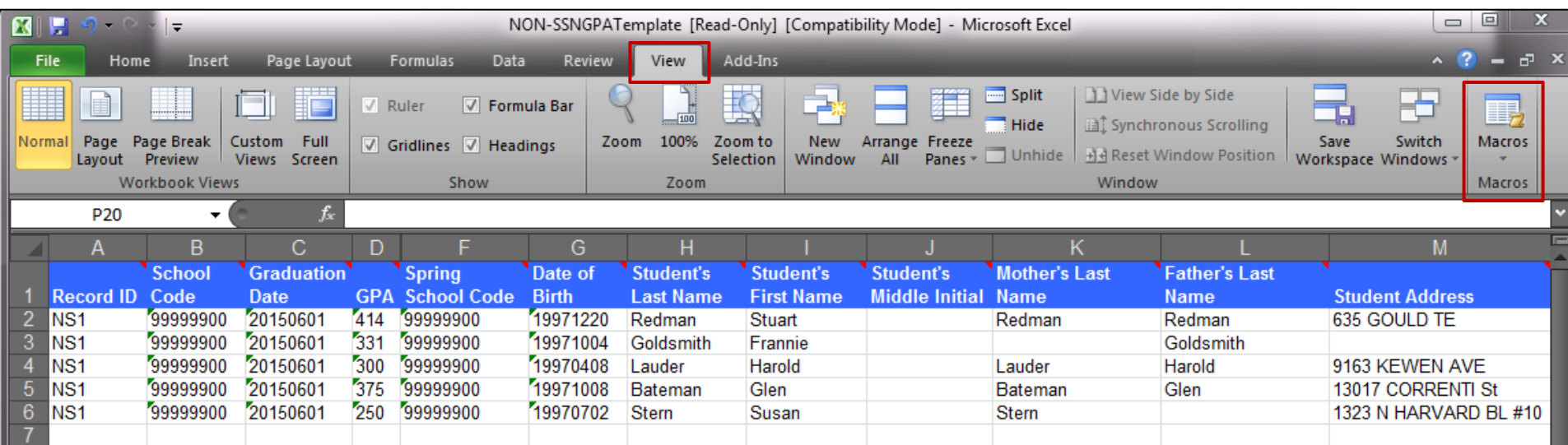
WEBGRANTS SCREENS

Saving data as Text

- To save the Excel document to text, click on the View tab.
- Then click on the Macros button to bring up the Macros window.

#1

#2



WEBGRANTS SCREENS

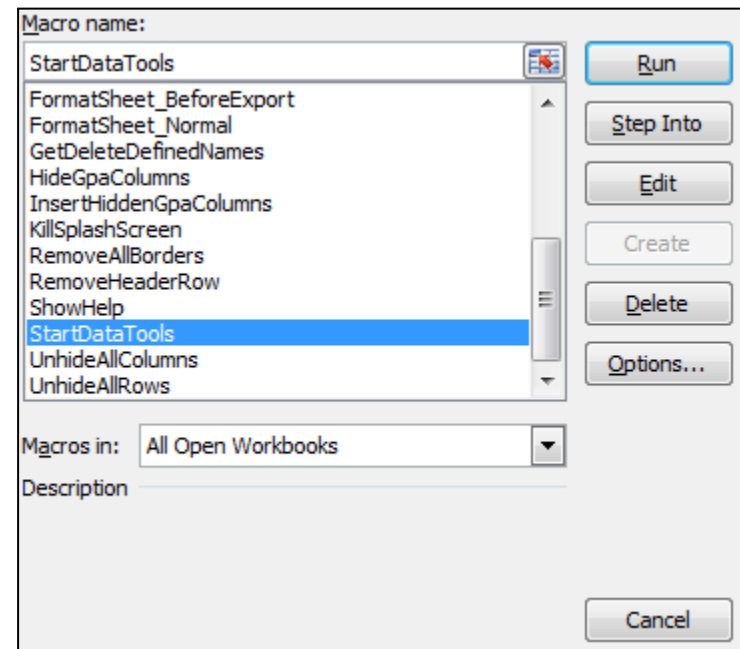
Saving Excel data as text file

- Once the Macro window appears, scroll down to select: StartDataTools

- Click on the Run button to bring up the startup window.

TIP: Bring up the startup window by using a shortcut: "Ctrl+Shift+E"

#1

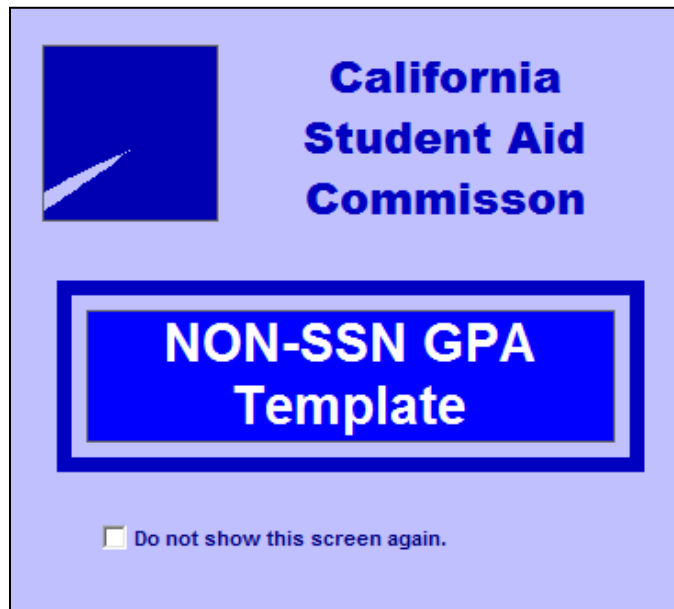


#2

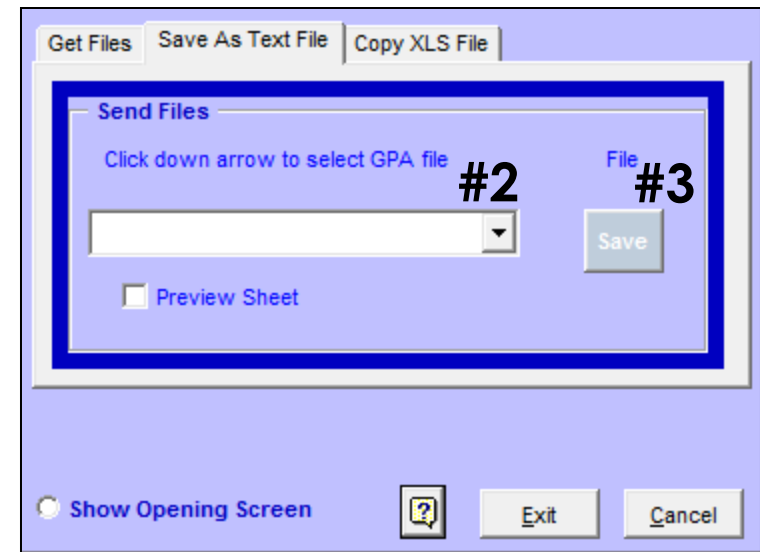
WEBGRANTS SCREENS

Saving Excel data as text file – cont.

- An opening screen will appear for a few seconds
- Click on the "Save As Text File" tab
- In the drop down list select the data sheet name
- Click the Save button.



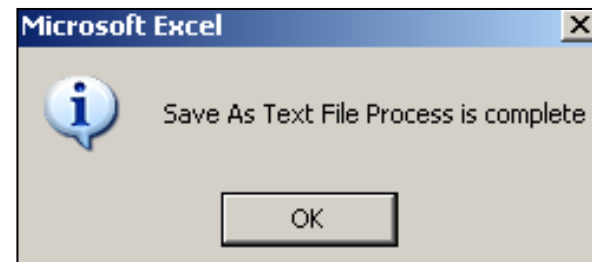
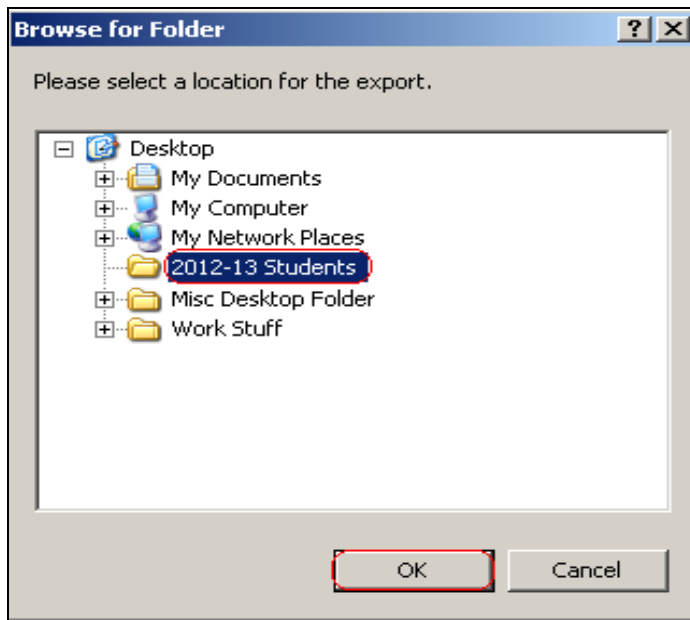
#1



WEBGRANTS SCREENS

Saving Excel data as text file – cont.

- Save the text file to the same location as the Excel document.
- A confirmation message will let you know that the file has been saved.
- Exit out of the save menu and Excel.



WEBGRANTS SCREENS

Upload Non-SSN GPAs Screen – Cont.

- “Browse” to find the text file; then click “Begin Upload”

The screenshot shows the 'Upload NON-SSN GPA's' screen within the California Student Aid Commission WebGrants System. The page has a light blue header with navigation links: Portal Menu, WebGrants, Tools, GPA, Student Info, School Info, Roster/Reconciliation, Data Transfer, and Chafee Grant. Below the header is a menu bar with links: GPA, Upload GPAs, File Upload Status, Add GPAs, Change/View GPAs, High School Graduate Verification, Reports, and Upload NON-SSN GPAs. The main content area has a dark blue title bar 'Upload NON-SSN GPA's'. Below this, there are instructions: 'Enter the file path and name of your file (Use the BROWSE button to find your file)', 'File type must be .txt', and 'Click the **Begin Upload** button to start this operation'. The form fields include 'NON-SSN GPA File:' with a text input containing 'C:\Documents and Se' and a 'Browse...' button, and 'Academic Year:' with a dropdown menu showing '2012 - 2013'. A 'Begin Upload' button is located at the bottom right of the form. The footer contains links for Privacy Policy and Contact Us, and a copyright notice for 2000-2011.

California Student Aid Commission
WebGrants System

Portal Menu WebGrants Tools

GPA Student Info School Info Roster/Reconciliation Data Transfer Chafee Grant

GPA Upload GPAs File Upload Status Add GPAs Change/View GPAs High School Graduate Verification Reports Upload NON-SSN GPAs

Upload NON-SSN GPA's

- Enter the file path and name of your file (Use the BROWSE button to find your file)
- File type must be .txt
- Click the **Begin Upload** button to start this operation

NON-SSN GPA File: C:\Documents and Se Browse...

Academic Year: 2012 - 2013

Begin Upload

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WEBGRANTS SCREENS

Non-SSN GPA Summary Screen

- Screen shows that all the records are now valid. Click Submit Records.

The screenshot displays the 'Non-SSN GPA Summary Screen' within the California Student Aid Commission WebGrants System. The page features a header with navigation links and a main content area showing the upload status of a file named 'BlankDataEntry_export.txt'. The status indicates that all 12 records are valid.

California Student Aid Commission
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Upload NON-SSN GPA's

NON-SSN GPA File Upload Status

File Name: **BlankDataEntry_export.txt**
File Size: **3936**
File Type: **text/plain**
Academic Year and Cycle: **2012**
Total Records: **12**
Valid Records: **12**
Invalid Records: **0**

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WEBGRANTS SCREENS

Summary of Non-SSN GPA Records

- Click on Batch Number row to view records submitted.

Enter the file path and name of your file (Use the BROWSE button to find your file)
File type must be .txt
Click the **Begin Upload** button to start this operation

NON-SSN GPA File: Browse...

Academic Year: 2012 - 2013 ▼

Begin Upload

Record(s): 1 **Summary of NON-SSN GPA Records** Page: 1 of 1

Congratulations! Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records and maintain the report as proof of submission. The report will not be available once you exit this screen.

Batch Number	School Code	Report Name	Submitted	Accepted	Errors
886	99999900	NSLD-2012-99999900-04OCT12-114327.TXT	12	12	0

Print Export BACK

WEBGRANTS SCREENS

Non-SSN GPA Roster Report

- Print or export list of students submitted.

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Upload NON-SSN GPA's

Record(s): 12

GPA Roster Report

Student Name	DOB	GPA	Student Id
ANDROS, NICK E	1995/12/24	3.33	
BATEMAN, GLEN	1995/10/08	3.75	
CROSS, NADINE	1995/10/07	2.80	
CULLEN, TOM	1995/10/10	2.00	
GOLDSMITH, FRANNIE D	1995/10/04	3.31	
KELLY, ENZO	1995/07/04	3.15	
LAUDER, HAROLD E	1995/04/08	3.00	
REDMAN, STUART	1995/12/20	4.00	
STERN, SUSAN D	1995/07/02	2.50	
SWANN, LUCY A	1995/08/04	2.01	
SWIFT, DENNY	1995/02/14	3.05	
UNDERWOOD, LARRY	1995/06/07	2.25	

Print

Export

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REPORTS

REPORTS

WebGrants>Data Transfer Menu>Report Download

Non-SSN GPA Reports at a glance

- **Non-SSN GPA Roster Report**
Summary of Non-SSN GPA records submitted
- **Non-SSN GPA Status Report**
Displays student's status after the Non-SSN GPA has been received
- **Financial Application (No GPA) Report**
Displays list of students who have submitted a FAFSA/Dream Application but do not have a GPA on file
- **Your Cal Grant Awardees Report** (formerly School of Origin)
Displays students by name and date of birth that have been offered the Cal Grant award

REPORTS

Non-SSN Roster Report

- Summary of Non-SSN GPA records submitted
- Available the morning after your upload
- Updates daily
- Verify that all senior students were included in the upload

REPORTS

Non-SSN GPA Status Report

- Summary of student's application status
- Available the morning after your upload
- Updates daily
- 2015 Enhancements:
 - SSID and School Student ID Added
 - Field Key Added

REPORTS

Financial Application no GPA Report

- Students that have submitted a FAFSA/Dream Act application, but no GPA has been submitted.
- Available beginning in January
- Updated weekly, check for new reports on Monday
 - 2015 Enhancements:

Student Date-of-birth Column added
Sorted students by last name
Field Key Added

REPORTS

Your Cal Grant Awardees Report

- Students that are being offered a Cal Grant award
- Available beginning in February
- Updates weekly, check for new reports on Monday
- 2015 Enhancements:
 - Limited to only current year seniors
 - Formerly named 'School of Origin' Report
 - SSID and School Student ID Added
 - High school grad date added
 - Field Key Added

CORRECTIONS

CORRECTIONS

- Correction Letter:
 - Address letter (on school letterhead) to Cal Grant Operations
 - Explain that incorrect information was originally submitted
 - List incorrect information and correct information
 - Make sure the GPA, School Code, Grad Date, student last name, first name, and date of birth are provided.
 - List your contact information in case we need clarification
 - Mail to: CSAC, Cal Grant Operations, P.O. Box 419077,
Rancho Cordova, CA 95741

THANK YOU FOR ATTENDING

Contact & Training Resources

- schoolsupport@csac.ca.gov
- School Support Phone 888-294-0153
- WebGrants Tools: Non-SSN GPA Excel Template
- WebGrants Help: Non-SSN GPA Upload User Guide